

**MAHARASHTRA STATE BOARD OF VOCATIONAL EDUCATION  
EXAMINATION, MUMBAI - 51**

1	Name of Syllabus	C.C. IN COMPUTER TYPING ENGLISH (408102)												
2	Max. Nos. of Student	25 Students												
3	Duration	6 months												
4	Type	Part Time												
5	Nos. Of Days / Week	6 hours												
6	Nos. Of Hours/ Days	4 hours												
7	Space Required	1) Workshop = 200 sq. feet 2) Class Room = 200 sq. feet TOTAL = 400 sq. feet												
8	Entry Qualification	8 <sup>th</sup> Pass												
9	Objective Of Syllabus/ introduction	To impart skill to student												
10	Employment Opportunity	He can get job in various establishments -												
11	Teacher's Qualification	Diploma or Certificate holder in concern subject												
12	Training System	<div>Training System Per Week</div> <table><tr><td>Theory</td><td>Practical</td><td>Total</td></tr><tr><td>6 hrs</td><td>18 hrs</td><td>24 hrs</td></tr></table>							Theory	Practical	Total	6 hrs	18 hrs	24 hrs
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6 hrs	18 hrs	24 hrs												
13	Exam System	Sr. No	Paper Code	Name of Subject	TH/PR	Hour	Max Mark	Min Mark						
		1	40810211	Theory of Computer	TH-I	3 Hr	100	35						
		2	40810221	Practice on Computer Typing Speed (30 W.P.M.)	PR -I	3 Hr	100	50						
		3	40810222	Application of Computer Typing Speed (40 W.P.M.)	PR- II	6 Hr	200	100						
				TOTAL			400	185						

## SYLLABUS : - C.C. IN COMPUTER TYPING ENGLISH

Theory - I - Theory of Computer		
Sr. No.	CHAPTER	
1	Computer Fundamentals	<p>INTRODUCTION</p> <ul style="list-style-type: none"> <li>History and Generations of Computer</li> <li>Turning a computer system on and off</li> <li>Identification of Different parts of a Computer System</li> <li>Advantage and disadvantage of Computer</li> <li>Block Diagram of a Computer</li> <li>Description of Different parts of a Computer</li> </ul>
2	Windows Operating System	<ul style="list-style-type: none"> <li>Identifying different Desktop Icons. My Computer, My Documents</li> <li>Changing Desktop Backgrounds, Mouse Pointer, Screen Saver</li> <li>Notepad , WordPad, MS Paint</li> </ul>
3	MS Office	INTRODUCTION
4	MS Word	<ul style="list-style-type: none"> <li>Document formatting options</li> <li>Tables, Bullets and Numbering</li> <li>Font, Alignment, paragraph formatting</li> <li>Insert Picture, Clipart, Shapes, WordArt</li> <li>Header &amp; Footer, Text Box</li> <li>Page Layout, Mail Merge</li> </ul>
5	MS Excel	<ul style="list-style-type: none"> <li>Cell Formatting Options</li> <li>Formulas and Functions</li> <li>Charts</li> <li>Sort, Filter, What if Analysis, Grouping</li> <li>Subtotal</li> </ul>
6	Internet and Email	<ul style="list-style-type: none"> <li>Microsoft Word &amp; Letter writing practice</li> <li>Internet Browsing</li> <li>Email ID creation</li> <li>Sending letters by email</li> <li>Web Browsing software's, Search Engines; Understanding URL; Domain name; Using e-governance website</li> <li>Basics of electronic mail; Getting an email account; Sending and receiving emails; Accessing sent emails; Using Emails; Document collaboration; Instant Messaging; Netiquettes</li> </ul>

<b>Computer Typing Skills</b>		
	<b>Practical - I Practice on Computer Typing Speed (30 W.P.M.)</b>	
7	<b>Application of Typing (30 W.P.M.)</b>	<ul style="list-style-type: none"> <li>• Keyboard Awareness</li> <li>• Lesson Practice</li> <li>• Blind Touch Method</li> <li>• Accuracy development</li> <li>• Shift key operation</li> <li>• Words and sentences, practice of paragraphs</li> <li>• Speed Practice at the rate of 20 w.p.m.</li> <li>• Speed Practice at the rate of 30 w.p.m.</li> <li>• Typing of Business Letter</li> <li>• Typing of Balance sheet on different sheets</li> </ul>
	<b>Practical - II Application of Typing Speed (40 W.P.M.)</b>	
8	<b>Application of Typing (40 W.P.M.)</b>	<ul style="list-style-type: none"> <li>• Speed practice @ 40 w.p.m</li> <li>• Typing of Invoice</li> <li>• Typing of Memorandum</li> <li>• Typing of Government Order</li> <li>• Typing of Official letter</li> <li>• Typing of Tender Notice</li> <li>• Definition and Importance of Computer</li> <li>Different Sizes and makes of Computer</li> </ul>

#### **LIST OF TOOLS & EQUIPMENT**

1 Computer -- 06 NOS

2 Printer -- 01 NOS

#### **Consumables**

Stationery like white paper, Pen Drive, DVD etc

#### **REFERENCE BOOKS**

1. Computer Fundamental Book.

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